Scan2Contacts - The ideal business card scanning solution

USER GUIDE

Version 2.0.1

Powered By:

Scanshell

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1. INTRODUCTION

OVERVIEW

Scan2Contacts is an add-on application for Microsoft Outlook contacts management software.

It scans business cards, and automatically inputs both their textual data and image to a new contact record in Outlook.

Within seconds of placing a card into the scanner, ***Scan2Contacts*** pulls the information off the card using OCR – Optical Character Recognition technology, and automatically populates the text fields of a new Outlook contact record (name, title, phone number, etc.), while also capturing an image file of the card.

Scan2contacts works directly from within Outlook, making it the only business card scanning package that does not require cards to be scanned into a 3rd party application before the information can be imported into Outlook

Features

- Fully integrated into Microsoft Outlook
- Scan business cards directly and automatically into Microsoft Outlook
- Capture both data and image
- Just a few seconds per scan
- Auto detect function - just place the card in the scanner (text face down)

Scanner specifications

- Powered by the computer USB – No external power source is needed
- Small footprint
- Fully mobile

2. GETTING STARTED

BEFORE USING THE SCANNER

The scanner has been carefully packaged to avoid damage during transportation. Before operating the scanner, please remove the packaging materials. After removing the packaging materials, you will find the following:

- ScanShell scanner
- Application CD
- USB interface cable
- Calibration paper
- Cleaning paper

MINIMUM SYSTEM REQUIREMENTS

The minimum system requirements are:

- Pentium III with 128MB
- Win 98 Second Edition or higher
- USB port
- Microsoft Outlook 2000 or higher installed

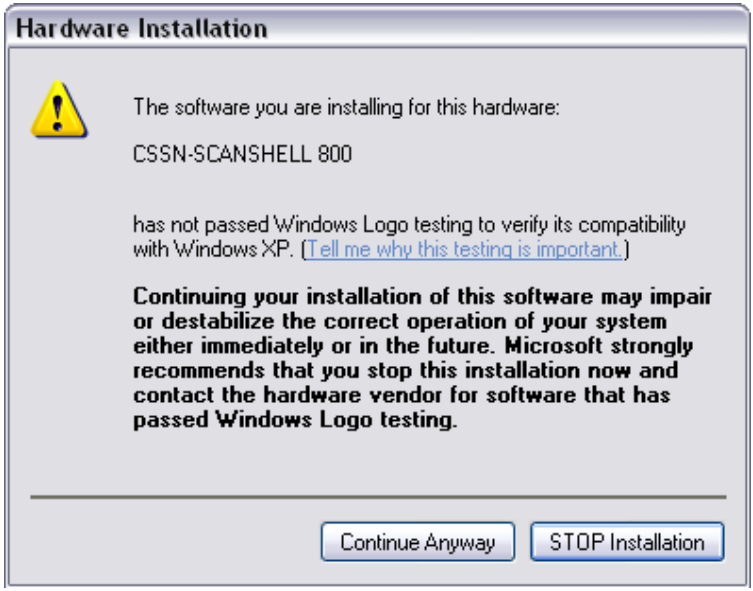
CONNECTING THE SCANNER

- The scanner is connected to the computer via the USB port. To connect the scanner, do the following:
- Place the scanner on a flat, firm, solid surface with easy access.
- Plug the USB interface cable into the USB port of the computer

- After the *Add new hardware wizard* dialog box appears, click *Next* until you are asked to set the driver for the reader. You'll find the driver on the Installation CD at:

  < CD-ROM drive >:/Driver/800 (for the ScanShell 800 or 800N scanner model for ScanShell 800N)

- After you specify the driver, click *Next*.
- You will be presented with a standard Windows message:


Hardware Installation
The software you are installing for this hardware:
CSSN-SCANSHELL 800
has not passed Windows Logo testing to verify its compatibility with Windows XP. (Tell me why this testing is important.)
Continuing your installation of this software may impair or destabilize the correct operation of your system either immediately or in the future. Microsoft strongly recommends that you stop this installation now and contact the hardware vendor for software that has passed Windows Logo testing.
Continue Anyway
STOP Installation

- Click *Continue Anyway*. The installation of ScanShell scanner drivers is safe for you computer and will not affect your system.
- Click *Next* until the installation is complete.

INSTALLATION

To install the software on the computer, do the following:

1. Close all programs.
2. Insert the CD into the CD ROM drive.
3. Wait until the install program begins and follow the instructions on the screen.
4. If the install program does not automatically start, click the *My Computer* icon on the desktop and then select the CD ROM drive.
5. Double click on the *Setup* program.
6. Wait until the install program begins and follow the instructions on the screen.

The software starts automatically when starting Outlook.

UNINSTALL

To uninstall the software, open the *Add-Remove Programs* control panel. Select *Scan2Contacts* and click on *Add/Remove.* Follow the uninstall instructions until the operation is completed (Outlook must be closed).

SCAN2CONTACTS WINDOW

The *Scan2Contacts* window is opened by pressing the toolbar*'s Scan2Contacts* button.

3. USING SCAN2CONTACTS

Scan2Contacts adds a small toolbar to Outlook, which is loaded at Outlook's startup.

***Scan2Contacts* Toolbar in outlook**

Button	Name	Description
	Scan2Contacts	Opens a *Scan2Contacts* window with version information, setup, and scanner maintenance options
	State	The *State* buttons indicate the current state of the application: = Enabled, scanner is connected = Enabled, scanner is disconnected = Disabled

Note: If Scan2Contacts is enabled, the application will detect the scanner status (connected/disconnected) automatically, and switch the icon color accordingly. If the application is disabled, no detection of scanner status is performed.

The Scanner must be calibrated prior to scanning business cards, please refer to *Calibrating the scanner, page 14* for instructions. Once the scanner is calibrated make sure the configuration window is closed to begin scanning business cards.

To scan a business card, place the business card into the scanner with the text face down. If the card is a horizontal card, place the card into the scanner horizontally and if the card is vertical, place the card into the scanner vertically. (If you do not do this, the software will automatically rotate the card.)

APPLICATION STATE

When the application loads, its state is set to *Enabled* by default.

Setting the application state

- Press on the state button to toggle between *Enabled* and *Disabled* states.
- If the application is enabled (green button), pressing on the state button will disable the application and the button will be grayed out.
- If an error occurred while the application was loaded, the state will be set to *Disabled*. You can try to enable the application by pressing on the state button. If this does not help, check if the scanner is properly connected and try again.

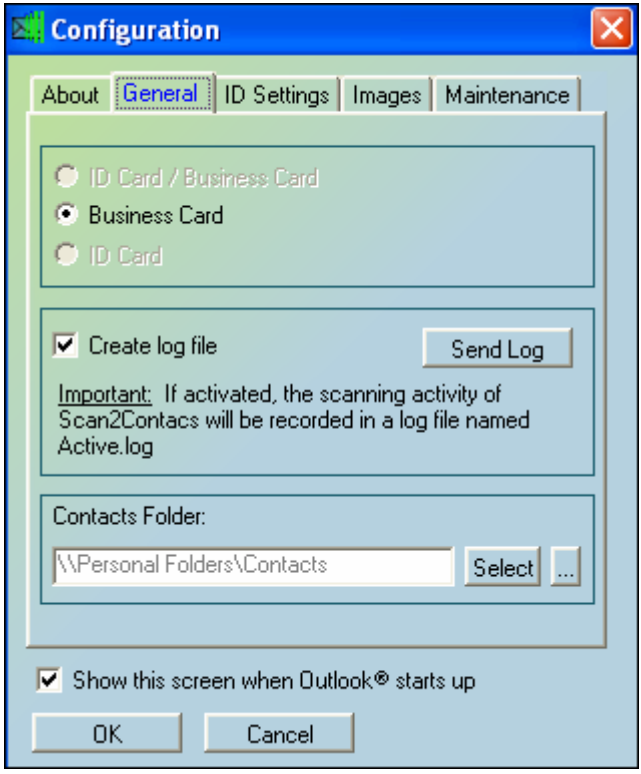
SCAN2CONTACTS WINDOW

The *Scan2Contacts* window is opened by pressing the *Scan2Contacts* button on the *Scan2Contacts* toolbar.

- ***Show when outlook starts up*** - If this box is checked, the Scan2Contacts window will be opened each time Outlook starts up

The *Scan2Contacts* window has five tabs:

1. **About tab** – Displays version information.
2. **General tab**- allows you to specify log file setup and select the Outlook's folder in which the scanned contact are saved.



- **Create log file** – If this box is checked, the scanning activity will be logged to a file named Scan2Contacts.log. In case of problems, clicking on the button next to the checkbox will mail this log file automatically to CSSN support.

- **Contacts Folder**

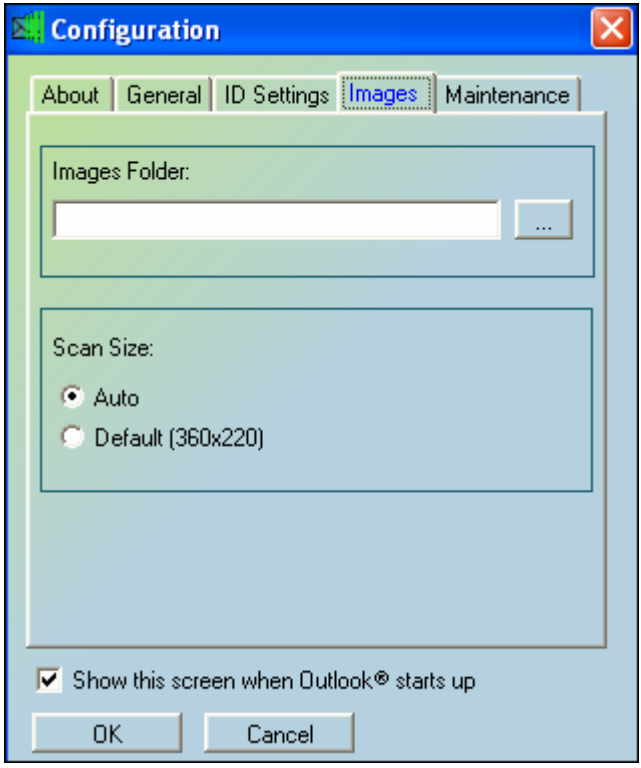
Click on this button to open Outlook's general folders tree, from which you can select any outlook folder including folders that are not local.

Click on this button to open Outlook's contact folders' list and select the Outlook folder in which scanned contacts will be stored.

***Note**: the grayed-out options (ID card/Business card and ID card) are not available with ScanShell 800N scanner.*

3. **ID Settings tab** – This tab is unavailable with the ScanShell 800N scanner.

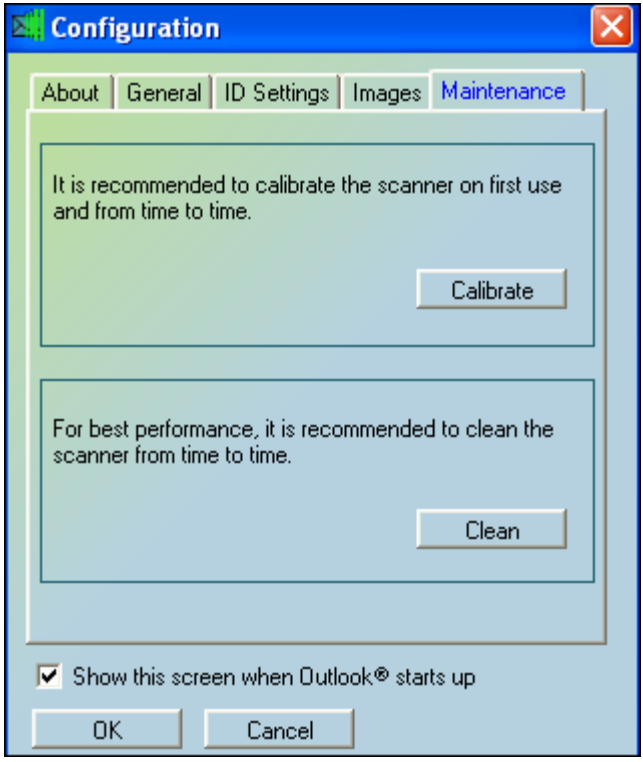
4. **Image tab** – This tab allows you to select a folder in which the scanned card images are saved automatically, and specify the image size.



- **Images Folder** – Click on the Browse button on the right and select a folder in which you wish to save the images of scanned cards.
- **Scan Size** - Specify the scanned image size:
  - Auto – The scanner detects the card size automatically.

- Default – Saves the image in a default visit card size of 3.60X2.20 inch. This is the best option for scanning dark color cards.

5. **Maintenance tab** – This tab is used for calibrating and cleaning the scanner



Scanner calibration

Scanner calibration resets the scanner color sensor and generates higher accuracy in the OCR detection process. When you use the scanner for the first time, you will be prompted to calibrate the scanner.

Calibrating the scanner is also a good idea if you notice deterioration in scanning and OCR quality.

Calibrating the scanner

- Open outlook
- Open the Scan2Contacts window
- Click the *'Calibrate Scanner'* button.
- Insert the calibration paper that came with the scanner (the paper sheet with black stripes). Please make sure that the side of the calibration paper with the black stripes is facing down.
- Click *OK*.

***Note**: The scanner **must** be calibrated before the first use.*

Cleaning the scanner

It is recommended to clean the scanner from time to time, especially if you notice irregularities and deterioration in scanning and OCR quality.

- Open outlook
- Open the Scan2Contacts window. Click the *'Clean Scanner'* button.
- Insert the cleaning paper that came with the scanner. You can add a few drops of alcohol or cleaning solution to the cleaning paper.
- Click *OK*.

4. APPENDIX A: TROUBLESHOOTING

Description	Solution
When I try to enable Scan2 Contacts I get an error message, which says that another CSSN application is open	Scan2Contacts can not work while another CSSN application is running. To activate Scan2Contacts, close the other application and press on the state button in the toolbar.
I opened Outlook and got an error message from Scan2Contacts	Scan2Contacts failed to load. Check if the scanner is connected properly, and press on the state button in the toolbar. If Scan2Contacts is not enabled, contact the support team.
The application state is set to Disabled on startup	Try to enable the application by pressing on the state button. If this does not help, check if the scanner is properly connected and try again
There are irregularities or deterioration in scanning and OCR quality	Clean and calibrate the scanner, see page 14.
After scanning, the image is black	Re-calibrate your scanner, see *Calibrating the scanner, page 14*.
Black line down the middle of the scan	Re-calibrate your scanner, see *Calibrating the scanner, page 14*.

Outlook freezes when I scan a business card	Make sure that the card is placed into the scanner with the text face down
When a card is scanned face down, the processing window just hangs and locks up my Outlook	Please recalibrate the scanner and try again. (See *Calibrating the scanner, page 14*)
Scan2Contacts is not showing up in my Outlook	Please disconnect any palm or smart phone devices, disable *Active Sync* and restart Outlook
Scanner stop working after being idle for a while	This usually occurs when the computer turns off the USB port to save power. Try unplugging the scanner and then plugging it in again. For a permanent solution: 1. Right click on "My Computer" and select "Manage" 2. On the left side in "Computer Management" click "Device Manager" 3. On the right, look for "Universal Serial Bus controllers" or "USB controllers" 4. Right-click on "USB Root Hub" and select "Properties" 5. Choose the "Power Management" tab and uncheck the option "Allow the computer to turn off this device to save power", then click OK 6. Repeat this for each "USB Root

	Hub" 7. Restart the computer You may also need to install an update from Microsoft. For more information, http://support.microsoft.com/?kbid=822603
Any other problem or question	Contact our technical support at www.scan2contacts.com. For customer support in Europe, please contact our technical support at www.scan2contacts.co.uk